



**2010 CENSUS
U.S. DEPARTMENT OF COMMERCE
U. S. Census Bureau
New York Regional Census Center**

Assistant Manager for Field Operations (AMFO)

OPENING DATE: May 11, 2009

CLOSING DATE: June 12, 2009

Recruiting Bulletin No. NY-AMFO-09-14

Number of Vacancies: SEVERAL

EXCEPTED SERVICE APPOINTMENT:

Schedule A Appointment, not-to-exceed one year, with the possibility of a one-year extension.

AREA OF CONSIDERATION, DUTY LOCATION AND PAY RATE: You must be a U. S. Citizen residing in the county for which you are applying. (See chart on "How to Apply" on the website for a listing of locations and pay rates).

WORK SCHEDULE: This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program.

DUTIES: Assistant Manager for Field Operations (AMFO): Responsible for the direct supervision of 10-15 Field Operations and Office Operations supervisors and the indirect supervision of approximately 400-600 crew leaders and enumerators, at peak operation, who work outside the ELCO/LCO. Incumbent is responsible for accomplishing production and quality goals in field operations under their span of control. Conducts individual and group training sessions for their personnel as necessary. Directly supervises the activities of Field Operations Supervisors. Determines assignment areas for data collection activities. Manages material and assignment preparation for all field operations in their control. Responsible for the activities of the entire field workforce and several office workers during all field operations under their control. Responsible for the completion of field work in a timely and cost efficient manner. Assures that specific levels of quality and progress of field operations are being met through analysis of various computer generated reports and observation. Takes necessary corrective action to achieve goals. Acts as the principal technical advisor on field operations in the ELCO/LCO, answering inquiries from the Office Manager, and Field Operations Supervisors. Responsible for the successful completion of all assigned field operations. Will supervise enumerators and or crew leaders, in smaller field operations, when no Crew Leader or Field Operations Supervisor is authorized.

QUALIFICATIONS: To qualify for the Assistant Manager for Field Operation position, all applicants **MUST:**

- 1) Pass a written management test; and
- 2) Have at least the minimum experience in each of the three areas contained in the **Evaluation Criteria Statement**. Your experience for all three must be at least at the level described as “c” in the attached Evaluation Criteria Statement for the **Assistant Manager for Field Operation**. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria Statements in, select the letter that best describes your experience. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must chose one of the lower levels that you do meet in full.

HOW TO APPLY: See “How to Apply for LCO Management Positions” on the website for detailed information on the application process.

Attachment A

Applicant Name _____ (Print) County/Office Location _____

Applicants must complete the form below addressing each of the following and submit with Application.**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR FIELD OPERATIONS**

COLUMN A	COLUMN B
<p>Applicants are required to answer each of the three questions below in Column A by circling the best response <u>and</u> supporting that response in Column B.</p>	<p>Applicants are also required to complete the following.</p> <ol style="list-style-type: none"> 1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <u>OR</u> 2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <u>must include</u> the employer's name and address, the title of the position, and the dates of employment.
<p>1. Please select the answer that best describes your experience managing time-critical production or quality control operation.</p> <ol style="list-style-type: none"> a. As my primary responsibility, I have experience with <u>all</u> of the following: managing a staff of 50 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s); managing employees who worked in multiple geographic locations; <u>and</u> analyzing budget, quality, and production data reports in order to identify problems and <u>implement</u> corrective actions. b. As my primary responsibility in a former position, I have experience with <u>both</u> of the following: managing a staff of 20 or more employees that included at least two levels of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); <u>and</u> analyzing budget, quality, and production data in order to identify problems and <u>implement</u> corrective actions. c. I have experience with <u>both</u> of the following: managing at least 10 employees through one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); <u>and</u> using various management reports to identify problems and <u>recommend or implement</u> corrective actions. d. My experience is less than what is described above. 	<p><i>Response must support answer circled in Column A.</i></p>
<p>2. Please select the answer that best describes your experience in training, developing, and disciplining employees. (Circle the appropriate letter.)</p> <ol style="list-style-type: none"> a. I have experience making critical personnel decisions for a staff of at least 50 people. Specifically, for this office, I was responsible for all of the following: training, evaluating, promoting <u>and</u> disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates. I was directly responsible for promoting employees <u>and</u> I have been responsible for the termination/firing of employees. 	

Attachment A

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<p>b. I have experience making critical personnel decisions for a staff of at least 20 people. Specifically, I was responsible for all of the following: training, evaluating and disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates. I have been responsible for the termination/firing of at least one employee.</p> <p>c. I have experience making critical personnel decisions for a staff of at least 10 people. Specifically, I was responsible for all of the following: training, evaluating and disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates, but I did not have to fire/terminate an employee.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A.</i></p>
<p>3. Please select the answer that best describes your experience demonstrating the ability to establish effective working relationships with organizations with unique cultural, community, religious or other characteristics.</p> <p>a. I have experience establishing working relationships with diverse cultural, community, religious, or other nongovernmental organizations to gain support or participation in organizational programs. This experience included preparing and giving speeches and/or presentations to these unique organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.</p> <p>b. I have experience establishing working relationships with organizations outside of my place of employment to gain support or participation in organizational programs. However, these organizations were not diverse cultural, community, religious, or other nongovernmental organizations. This experience included preparing and giving speeches and/or presentations to these organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.</p> <p>c. I have experience establishing working relationships with different branches or sections within my organization to gain support or participation in organizational programs. My communication was limited primarily to internal customers within my organization. This experience included preparing and giving speeches and/or presentations to these internal customers.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A.</i></p>